## U.S. Department of Energy Washington, D.C.

PAGE CHANGE

DOE M 231.1-1 Chg 2

Approved: 9-30-95 Chg 1: 11-07-96 Chg 2: 01-28-00

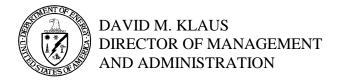
## SUBJECT: ENVIRONMENT, SAFETY AND HEALTH REPORTING MANUAL

- 1. <u>PURPOSE</u>. To transmit a revised page to DOE M 231.1-1, ENVIRONMENT, SAFETY AND HEALTH REPORTING MANUAL, dated 9-30-95.
- 2. <u>EXPLANATION OF CHANGE</u>. To provide a new mailing address for submitting the DOE F 5484.3, "Individual Accident/Incident Report," Part A of DOE F 5484.4, "Tabulation of Work-Hours, Vehicle Usage, and Property Valuation," and Part B of DOE F 5484.4, "Tabulation of Work-Hours, Vehicle Usage, and Property Valuation."
- 3. FILING INSTRUCTIONS.

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After filing the attached pages, this transmittal may be discarded.

BY THE ORDER OF THE SECRETARY OF ENERGY:



## e. <u>Submittal of DOE F 5484.3, "Individual Accident/Incident Report."</u>

- (1) A legible copy of each new or revised report shall be submitted quarterly (on or before the 25<sup>th</sup> of each April, July, October, and January) for receipt by the Computerized Accident/Incident Reporting System (CAIRS) Data Coordinator. Reports should be submitted on or before the 25<sup>th</sup> of the month following the end of the quarter in which the accident occurred or in which information is received that changes the extent or outcome of a previously reported case.
- (2) The reports shall be addressed to the CAIRS Data Coordinator, U.S. Department of Energy, EH-72, Building 270 Corporate Center, 19901 Germantown Road, Germantown, Maryland 20874-1290.
- (3) Each transmittal of reports to the CAIRS Data Coordinator shall include a cover sheet. Appendix D provides a listing of the information that shall be included in the cover sheet and the suggested format.

## f. <u>Submittal of Work Hours and Vehicle Usage</u>.

- (1) Part A of DOE F 5484.4, "Tabulation of Work-Hours, Vehicle Usage, and Property Valuation," (Appendix E) shall be used to report quarterly work hours and vehicle usage.
- (2) MA-1 (for Headquarters), other DOE elements, and DOE contractors shall complete and mail the form to the CAIRS Data Coordinator, U.S. Department of Energy, EH-72, Building 270 Corporate Center, 19901 Germantown Road, Germantown, Maryland 20874-1290.
- (3) The form shall be mailed to the CAIRS Data Coordinator for receipt on or before the 25<sup>th</sup> of each January, April, July and October.
- g. <u>DOE Annual Estimated Property Valuation</u>. Part B of DOE F 5484.4, "Tabulation of Work-Hours, Vehicle Usage, and Property Valuation," shall be used to report annual estimates of property valuation. Upon request from the Office of Environment, Safety and Health, MA-1 (for Headquarters), other DOE elements and DOE contractors shall complete and submit estimates of property valuation to the CAIRS Data Coordinator, U.S. Department of Energy, EH-72, Building 270 Corporate Center, 19901 Germantown Road, Germantown, Maryland 20874-1290 for receipt on or before 3-31, annually.

h. <u>Periodic Summary of Accident Data</u>. The Assistant Secretary for Environment, Safety and Health (EH-1) shall maintain a data base that compiles reports, submitted in accordance with paragraphs 2e, f, and g, above, on DOE and DOE contractor accident data. EH-1 shall provide a quarterly DOE-wide summary report of this information to DOE elements and DOE contractors.